



Department of General Services  
Office of Procurement  
P.O. Box 942804  
Sacramento, CA 94204-0001

**STATE OF CALIFORNIA**

**MASTER SERVICES AGREEMENT  
SUPPLEMENT 1**

**CONTRACT NO: 5-99-70-01 through 5-99-70-19**

**PROJECT IMPLEMENTATION *SERVICES & SOFTWARE* for:  
Electronic Document Imaging; Electronic Document Workflow;  
Electronic Document Document Management; Computer Output to Laser Disk  
(COLD); Database; Document/Data Capture**

**CONTRACTOR: VARIOUS**

**EFFECTIVE: FEBRUARY 24, 1999 THROUGH FEBRUARY 23, 2002**

**DISTRIBUTION: ALL CONTRACTING OFFICES AND EDP MANAGERS**

This supplement adds the information concerning Directs Expenses, such as travel, meals and lodging, to these ordering instructions. The attached sheet is provided as stated in the contract with each service supplier.

**PROCUREMENT DIVISION CONTRACT ADMINISTRATOR FOR THIS CONTRACT**

**IS BILL SHELTON DATE: 6-29-99**

**PHONE: (916) 322-6235 ATSS: 492-6235**

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**GAYLORD MOULDS, MAJOR ACQUISITIONS**

7. Good project management techniques must be observed when multiple contractors and/or multiple phases of work are present or where multiple purchase orders have been issued to complete the project. It is suggested that a single contractor be required to accept the responsibility of a “Prime Contractor” and subcontract to the others under the terms and conditions all have accepted under this agreement, including full coordination of payments.
8. Procurements that are of an “alternative” nature will require special coordination with the Department of Information Technology. Purchase orders containing “shared benefits” type payment schedules shall be negotiated under DOIT procedures and supervision. Orders placed under alternative procurement conditions must clearly indicated the price offset arrangement from the prices shown for this MSA.
9. On-site work shall be performed during the agencies normal work day and hours unless a different schedule is specifically requested by the agency. There shall be no increase in hourly rates for extended hours or days.
10. Price Ranges for Implementation Plan Development  
Agencies will be required to issue a Delegation Purchase Order (STD 65) to defray the cost of developing an implementation plan. Contractors will negotiate in good faith with client agencies to establish a fair and reasonable price for this service. The price negotiated must fall within the following ranges establish by this MSA:
  - Category I (2-30 seats, all items *a through i*) - \$1500 to \$3500
  - Category II (31 -150 seats, all items *a through i*) - \$2500 to \$5500
  - Category III (151 plus seats, all items *a through i*) - \$4500 to \$8500
11. Direct Expenses  
In the event that an ordering agency deems it necessary to allow direct expenses on a purchase order the allowable expenses shall be negotiated with the contractor and such allowable expenses shall be stated clearly on the purchase order. Direct expense items such as travel, meals, lodging, etc., will be billed using the contractor’s stated California Office location as a point of reference, to be prescribed in the purchase order. These direct expense rates shall not exceed the amounts, requirements and guidelines for State of California Employees for these items as established by the Department of Personnel Administration Rules 599.615 to 599.635 as currently adopted at the time of order placement.